

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 7, 2018

Closing Date: November 16, 2018

**ADMINISTRATIVE SPECIALIST II (Pay Grade 8)
Civil Division, Health Law Unit, New Castle County**

Job Responsibilities and Duties:

This position will support the Deputy Attorneys General in the Civil Division, Health Law Unit in New Castle County. Duties will include general secretarial functions such as setting up and maintaining files, faxing, typing correspondence, copying and collating. This position will also assist Deputy Attorneys General and paralegals in the unit with duties related to the civil commitment docket and mental health weapons relinquishment matters. Additionally, this position will support Deputy Attorneys General with basic research and follow up with cases, requesting reports and handling other secretarial support duties as assigned. This Administrative Specialist will also be part of the rotation schedule as back up coverage to the main Receptionist in New Castle County.

Minimum Qualifications:

- Must be detail-oriented, well-organized and possess good written and oral communication skills
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys
- Must be able to answer telephones and take accurate messages

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.

